# SNP Memo #2020-2021-27

[](http://www.doe.virginia.gov/administrators/index.shtml)  
**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: September 21, 2020

TO: Directors, Supervisors, and Contact Persons Addressed

FROM: Sandra C. Curwood, PhD, RDN, ***Sandy***

## SUBJECT: School Nutrition Programs Annual Civil Rights Training

This memorandum is being sent as a reminder of the USDA annual civil rights training requirement.

Annual civil rights training is required for all school nutrition program (SNP) staff that may interact with persons participating in SNPs and/or apply for free or reduced-price meals. Training is mandatory to ensure SNP staff members understand civil rights requirements and procedures for managing civil rights complaints. School food authorities (SFAs) are required to document civil rights training with agendas and sign-in sheets. Additionally, SFAs must ensure that new employees receive civil rights training before participating in program activities.

Civil rights training resources are available on the [Virginia Department of Education, Office of School Nutrition Programs Professional Development webpage](http://www.doe.virginia.gov/support/nutrition/training/index.shtml). Resources include a Civil Rights Training presentation, a Civil Rights Training video, and a Civil Rights Training Record Sample.

If you have any questions, please contact your assigned SNP regional specialist.

SCC/HEP/cc